



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

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SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

JENNIFER E. FRADEL
Administrator

March 9, 2018
NOTICE OF JOB VACANCY
#18-12

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for State employees who meet the requirements listed below:

TITLE: Standards & Procedures Technician 1
SALARY: \$51,529.95 - \$72,953.46
LOCATION: Division of State Police
Administration Section
Planning Bureau – Commission on Accreditation for Law Enforcement Agencies (CALEA) Unit
River Road, W. Trenton, NJ 08628-0068

NUMBER OF VACANCIES: One (1)

DUTIES: Under supervision of a Senior Standards and Procedures Technician or other supervisory official within the Division of State Police, assists with project management and research duties; assists with various tasks including on-site preparation or research of standards, program policies or procedural related information; maintains files and collects data; prepares updates to files and reports; utilizes Power DMS software, Adobe Professional, and Microsoft Office Suite; assists with the review and processing of sensitive documents; uploads information into Power DMS; prepares routine correspondence, including interoffice communications, memoranda, letters, and other documents; prepares and provides clear and concise report findings to unit management; remains cognizant of current Standard Operating Procedures and compliance text as it relates to assigned standards; collects delinquent "proof" documentation from various Division entities; properly communicates with various Division entities to ensure the collection of documents needed for accreditation; performs other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.
EXPERIENCE: Two (2) years of professional experience in the review, writing, analysis, and revision of program policy, procedures, informational materials, rules, guidelines, and/or program analysis and development.
NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.
NOTE: A Master's degree in a discipline appropriate to the position may be substituted for one (1) year of required experience.
LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-12 and current resume before the closing date of March 23, 2018 to:

njsp\_resumes@gw.njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

